



**STATE OF NEW JERSEY**

In the Matter of Anju Bajaj,  
Head Procurement Clerk (PS4587K),  
Department of Human Services

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

CSC Docket No. 2019-3645

Examination Appeal

**ISSUED: AUGUST 16, 2019 (JET)**

Anju Bajaj appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Head Procurement Clerk (PS4587K), Department of Human Services.

The promotional examination was announced with specific requirements which had to be satisfied by the August 21, 2018 closing date. The pertinent requirements were two years of experience in work involving the purchasing, storing and supplying of office equipment, materials and supplies. The examination was cancelled on June 15, 2019 as all of the applicants, including the appellant, were found ineligible for the examination.

The appellant listed on her application and resume that she served provisionally in the subject title from December 2017 to the August 21, 2018 closing date, as a Sales Associate from 1997 to 2001, and as a Team Leader from 1989 to 1996. Agency Services did not credit her with any applicable experience. Accordingly, Agency Services determined that the appellant lacked two years of applicable experience.

On appeal, the appellant asserts, among other things, that she possesses sufficient experience to qualify for the examination. In support, she provides a new resume indicating that she served as a Senior Account Clerk from March 2003 to December 2017.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that examination applications may only be amended prior to the filing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

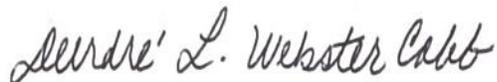
Initially, the Commission notes that the appellant did not completely fill out her application. In that regard, she did not include a description of her duties as a Senior Account Clerk. Moreover, Agency Services did not credit the appellant's provisional experience, as it involved purchasing, but not the storing and supplying of equipment, materials and supplies. Based on the record, the Commission agrees that her provisional experience as well as her experience as a Senior Account Clerk does not involve all of the required duties. Accordingly, her appeal must be denied. Further, as it appears that the appellant's provisional position may be misclassified, the Commission refers the classification of her position to Agency Services for further review.

## ORDER

Therefore, it is ordered that this appeal be denied and the classification of the appellant's provisional position be referred to Agency Services for further review.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 14<sup>th</sup> DAY OF AUGUST, 2019



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Civil Service Commission

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